

DRAFT

Version 4

**MODERN DCPDS
FOREIGN ALLOWANCE
PROCESSING GUIDE**

DRAFT

Version 4

**PREPARED BY CIVILIAN PERSONNEL MANAGEMENT SERVICE/MODERN SYSTEM
DEVELOPMENT (CPMS/AMD)**

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INDEX

TOPIC	PAGE
I. Introduction_____	<u>2</u>
II. General Processing Information_____	<u>3</u>
III. DCPDS Processing Guidance_____	<u>7</u>
A. Living Quarters Allowance_____	<u>7</u>
B. Post Allowance_____	<u>10</u>
C. Danger Pay_____	<u>11</u>
D. Imminent Danger Pay_____	<u>12</u>
E. Separate Maintenance Allowance_____	<u>14</u>
F. Post Differential_____	<u>15</u>
G. Home Leave_____	<u>16</u>
IV. Payroll Interface Specifications_____	<u>17</u>
V. Automated LQA Reconciliation Process_____	<u>19</u>
Situation Examples_____	<u>20</u>

I. INTRODUCTION

A. This document provides guidance for authorizing specific Foreign Allowance entitlements in the modern Defense Civilian Personnel Data System (DCPDS) to flow via the automated interface to update the Defense Civilian Payroll System (DCPS). The documentation and information provided herein does not constitute policy nor does it alleviate the user of responsibility to obtain current authorization information from the Department of State Standardized Regulation (DSSR). The intent of this document is to provide DCPDS processing instruction to ensure accurate and consistent maintenance of foreign allowance data across the Department of Defense.

B. As necessary, information is quoted from the DSSR to clarify the intent of a given data field or input value. The quotations are affected by changes to the DSSR, but may not be immediately updated in this document. It is essential that Department of State documentation be the primary source for determining authorization of allowances. The processes and procedures for maintenance of DCPDS records and DCPS interface of allowance transactions, however, are to be taken from this document as the primary and official source.

C. Not all foreign allowance types are supported by DCPDS and DCPS interface processing. Allowances authorized that are not included in this document are manually entered into the payroll system from the completed Foreign Allowances Application, Grant and Report, SF-1190, and appropriate worksheets.

D. New processes may be defined for inclusion in the automated interface process only after coordination between CPMS-AMD and DFAS, TSOPE to ensure methods, values, and results are systematically appropriate. This essential coordination is also required for temporary workaround processes that may be required because of unique record conditions or system functionality interruptions.

E. Foreign allowance authorizations that result from TDY events in accordance with DSSR guidelines, are not to be processed in DCPDS until completion of the TDY period. At that time, the initial establishment and appropriate termination actions will be processed and flowed to payroll for one time payment of the entitlement.

II. GENERAL PROCESSING INFORMATION

A. Update and data storage for system-supported allowances is accomplished in People/Enter and Maintain/Assignment/Entries. A separate element is provided for each type of allowance supported by automated interface processes. Historical allowance authorization information is viewable through the modern DCPDS date track feature.

Element Name	Processing Type	Costing	Reason	Effective Dates
				From To
Health Benefits	Recurring			11-APR-1999
Other Pay	Recurring			11-APR-1999
TSP	Recurring			11-APR-1999
Adjusted Basic Pay	Recurring			02-JAN-2000
Basic Salary Rate	Recurring			02-JAN-2000
FEGLI	Recurring			11-APR-1999
Locality Pay	Recurring			02-JAN-2000
Retirement Plan	Recurring			11-APR-1999
Total Pay	Recurring			02-JAN-2000
Within Grade Increase	Recurring			11-APR-1999

B. Effective date of the authorization is set by date tracking to the appropriate effective date before beginning the update or input process. The authorization effective date will be reflected under the Effective Dates From column of the entry as reflected in the example above. For further information about date tracking, please refer to the Modern DCPDS Users Guide, Module 1, Chapter 4.

C. Each entitlement element includes a six-character location code to record the location applicable to Section 920 of Department of State Standardized Regulation. A crosswalk file has been prepared to relate the GSA-GEOLOC in the employee's position record to the Section 920 code. The file is a "table" format in a Microsoft WORD document that can be searched or stored in other software formats. File is available through electronic transfer only, e-mail, FTP, etc.

D. The following table contains the action codes that will be used to control editing and payroll interface information. The value is stored in the element entry and controls appropriateness of subsequent actions. The table includes an expanded definition and usage explanation for each of the Action Codes applicable to allowance processes.

LOV VALUE	USAGE/DEFINITION
CANCEL	Use to cancel an erroneous authorization. Effective date of cancellation will be the same as the effective date of the action being canceled. Any payment of the allowance based on the action being canceled will be collected from the

	employee.
INITIATE	Identifies the initial establishment of the allowance authorization. A currently open element for the same allowance type may not exist when this action is specified.
MODIFY	Allows for changes to the allowance information with an effective date later than the initial authorization. Used following reconciliation, when the employee moves to a new residence, changes in number of dependents, etc. Not to be used to correct data back to the last action effective date (SEE CORRECT BELOW).
RESTART	Used to restart the allowance following suspension of payment for out of country or other temporary suspensions of payment. Last action code stored in the record must be "SUSPEND".
SUSPEND	Allows for temporary suspension of allowance payment when the employee is out of country or for other reasons not entitled to the allowance payment for a short period of time. Not to be used to document termination of the allowance because of relocation of the employee's duty assignment.
TERMINATE	Used to discontinue the allowance when the employee is no longer entitled to the payment because of changes in the authorizing conditions.
CORRECT	Corrects authorization information previously entered in DCPDS. The effective date of correction must be the same as the effective date reflected in the entry. May not be used to correct the effective date. If the effective date of the authorization is wrong, the action must be canceled and reinput.

E. When processing any new authorization or modification to an existing element, the system will ask you to specify whether the change is and "UPDATE" or "CORRECTION". For each of the action type above EXCEPT "CORRECT" the update button should be applied. The action type "CORRECT" should be accomplished with the "CORRECTION" button.

F. Some specific business rules have been incorporated into the system processes to ensure the validity of data and the appropriate use of last action values.

1. If Last Action Code "INITIATE" is selected, an existing authorization may not be present. Modification of an existing entitlement will be accomplished by specifying "MODIFY". Non-numeric NOA 5EN will flow to DCPS to establish the allowance authorization in the payroll record.
2. If Last Action Code "MODIFY" is selected, the effective date (determined by date tracking) must be later than the from date of the element. Only the

data fields needing change should be input. Data not included in the update will remain unchanged and will be included in the transaction provided to DCPS. Non-numeric NOA 5EC will flow to DCPS to modify the payroll record.

3. If "CANCEL" is selected, you must date track to the from date of the element being canceled. The element entry will be end-dated and NOA 001 will flow to DCPS to cancel the allowance authorization in the payroll record.

4. If "TERMINATE" is selected, the processing date must be later than the element FROM date and the element TO date must be null. The entry will be end-dated and non-numeric NOA 5ED will flow to DCPS to terminate payment of the allowance.

5. If "CORRECT" is selected, the user must date-track to the effective date of the authorization being corrected. Only those data fields being corrected should be included in the transaction. The DCPS interface format will be similar to correction RPA processing in that only the data changed and required control data will be reflected in the interface transaction. NOA 002 will flow to DCPS to accomplish the correction in the payroll record.

6. If "SUSPEND" is selected, LAST-ACTION-CODE must be "INITIATE", "MODIFY", "RESTART", or "CORRECT". The effective date controlled by date-track must be later than the effective date of the element being suspended. With this action, the authorization is not actually terminated in DCPDS, however, a non-numeric NOA 5ED will flow to DCPS to stop payment of the allowance.

7. If "RESTART" is selected, the LAST-ACTION-CODE must be "SUSPEND". The effective date of the entitlement being restarted must be later than the entitlement effective date stored in the record. If changes are required to authorization information, they may be accomplished at the time of the status change. Non-numeric NOA 5EN will flow to DCPS to start payment of the allowance.

8. Automated processes in modern DCPDS provide for transfer of records between DoD agencies as well as change in appointing office transactions and include the movement of the employee record information. Allowance authorizations that would previously terminate automatically in legacy because the data did not electronically transfer to the gaining agency or HRO. The gaining HRO must carefully check to ensure the previous authorizations are end-dated in the person's assignment entries following completion of the personnel action to accomplish the assignment change. If the entry continues, it will be necessary to terminate the authorization through update of the element and date-track to the appropriate effective date as described

below. DCPS will continue to automatically terminate allowance payments based on the employee movement out of the assigned location code. In some cases, however, it is necessary to terminate the entitlement prior to the actual departure date. The appropriate effective date for earlier termination of the authorization must reflect the day following the day the payment is to be stopped. For example, employee is returning to CONUS, but moves from permanent living quarters into temporary living quarters a month before the actual departure from country. If the payment is to be stopped at the end of day on 10 July, the termination action processed will reflect an effective date of 11 July. This will ensure the employee receives the proper allowance amounts for 10 July.

III. DCPDS PROCESSING GUIDANCE

A. Living Quarters Allowance (LQA)

1. The data fields shown on the sample LQA element have been established in DCPDS to record LQA authorizations. A brief description of each data field and specific instruction as to value input or intent is provided.

The screenshot displays two windows from the DCPDS software. The 'Element Entries (Mashburn, Brandie M)' window on the left shows a list of elements with 'Civ Living Quarters Allowance' selected. The 'Entry Values (Mashburn, Brandie M)' window on the right shows various data fields for the selected element, including Purchase Amount, Purchase Date, Rent Amount, Utility Amount, Last Action Code, Location, Quarters Type, Shared Percent, Num Family Members, Summer Record Ind, Quarters Group, Rent Currency, Utility Currency, Purchase Currency, Date Earned, Payee Details, and Processing Priority (set to 2500).

DATA NAME	DEFINITION
PURCHASE AMOUNT	Records the purchase price of home. Amount recorded in US dollars converted from the foreign amount by the conversion rate in effect on the date of purchase; spaces if not applicable. DO NOT REDUCE FOR CO-OWNED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amount only, no decimal numbers.
PURCHASE DATE	Date 10-year period for purchased quarters begins. DD-MMM-YYYY
RENT AMOUNT	Rental Amount authorized. Amount reflects the total authorization for one year. Enter foreign currency amount; LEAVE BLANK if not applicable. *(See Note 1 for further guidance.) DO NOT REDUCE FOR SHARED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amount only, no decimal

	numbers. ** (See Note 2 Below for DSSR Definition of “RENT”)
UTILITY AMOUNT	Total authorized for all utilities for one year. Enter foreign currency amount. DO NOT REDUCE FOR SHARED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amounts only, no decimal numbers.
LAST ACTION CODE	Values and uses are described in section II. GENERAL PROCESSING INFORMATION
LQA-LOCATION	First six characters of the GSA-GEOLOC for the DSSR Section 920 location of the authorization. May or may not be the same as the GSA-GEOLOC for the duty location.
QUARTERS TYPE	Quarters are owned, co-owned, rented, or shared
SHARED PERCENT	Percentage of rent/utilities paid by the employee in shared quarters.
NUM FAMILY MEMBERS	Number of family members included in the authorization. This entry does not include the employee. May be 00 if appropriate.
SUMMER RECORD IND	FOR DoDEA USE ONLY: Specifies whether LQA payments do or do not continue during summer recess period
QUARTERS GROUP	Identifies the quarters group for LQA defined by Department of State
RENT CURRENCY	Type of currency recorded in RENT AMOUNT field; spaces if not applicable
UTILITY CURRENCY	Type of currency recorded in UTILITY AMOUNT; spaces if not applicable
PURCHASE CURRENCY	Type of currency recorded in PURCHASE AMOUNT field; spaces if not applicable.

*Note 1: Annual rental amount authorized must be recorded to this field whether or not the amount has been paid to the employee in advance. DCPS will determine the pay period advance reimbursement amount based on the annual authorized amount.

**Note 2: Extract from DSSR Definition of “RENT”: “When approved by the head of agency as necessary to provide such living quarters, rent may include in addition to the basic annual rental, the cost of: (1) rental of garage space for one car only for each employee, at not to exceed 25 percent of the employee’s applicable maximum annual quarters allowance rate, regardless of whether such space is included with the quarters; (2) separate rental of necessary furniture at not-to- exceed 25 percent of the applicable maximum annual quarters allowance rate, meaning rental of necessary basic furniture and/or equipment, etc., but exclusive of pianos, other musical instruments, radios, television sets, etc. from source other than the landlord (rental of

furniture and/or space from the same source under two agreements or contracts is considered to be rental of “furnished quarters”); (3) insurance on the property and/or furnishings so rented, if such insurance is required by local law to be paid by the lessee; (4) agent’s fee with authorizing officer certifying that fee is customary, reasonable, and legal under local law; (5) interest on a loan from an American institution to finance “key money” paid to a landlord; (6) garbage and trash disposal; and (7) mandatory as opposed to optional fees required for maintenance of common areas (“condominium fees”).” Based on this definition, annual amounts for these rentals/fees should be included in the LQA-AMT-RENT field. If one-time payments are appropriate, the payment will be made from the SF-1190 with no entry into DCPDS.

LISTS OF VALUES FOR LQA DATA FIELDS

Following are the lists of values associated with Quarters Type and Quarters Group. LOVs are also provided for Currency Types, however, these are too large to display in this document.

QUARTERS TYPE LIST OF VALUES

INTERFACE CODE	LIST OF VALUES
	NOT APPLICABLE (SPACE)
1	OWNED
2	CO-OWNED
3	RENTED
4	SHARED

QUARTERS GROUP LIST OF VALUES

INTERFACE CODE	LIST OF VALUES
	NOT APPLICABLE (SPACE)
1	Chief of Mission/Career Ambassador
2	SFS/FS 01-02/SES/SL/ST/GS 14-15
3	FS 03-05/GS 10-13/WG 14-15/WL 12-15/WS 11-19/DODDS Sch C BA Degree Step 4 and Above/SCH D - F, K, L, and M - O
4	FS 06-09/GS 01-09/WG 01-13/WL 01-11/WS 01-10/DODDS Sch C BA Degree Step 1-3

B. Post Allowance (PAL)

1. The data fields shown on the sample element have been established in DCPDS to record post allowance authorizations. The element was erroneously named "POST DIFFERENTIAL AMOUNT" at development, but will be changed to reflect the appropriate title at a later date. A brief description of each data field and specific instruction as to value input or intent is provided.

The screenshot displays two windows from the DCPDS software. The 'Element Entries' window on the left shows a list of elements for 'Mashburn, Brandie M'. The 'Entry Values' window on the right shows the input fields for the selected element, 'Post Differential Amount'.

Element Name	Prot	Type
Health Benefits	Rec	
TSP	Rec	
Adjusted Basic Pay	Rec	
Basic Salary Rate	Rec	
FEGLI	Rec	
Locality Pay	Rec	
Retirement Plan	Rec	
Total Pay	Rec	
Within Grade Increase	Rec	
Post Differential Amount	Rec	

The 'Entry Values' window for 'Post Differential Amount' includes the following fields:

- Amount
- Last Action Code
- Location
- Num Family Members
- Date Earned
- Payee Details
- Processing Priority (set to 2500)

DATA NAME	DEFINITION
AMOUNT	THIS FIELD MUST BE LEFT BLANK ON ALL ACTIONS. IT WAS ERRONEOUSLY INCLUDED IN THE DDF.
LAST ACTION CODE	Values and uses are described in section II. GENERAL PROCESSING INFORMATION
LOCATION	First six characters of the GSA-GEOLOC for the DSSR Section 920 location of the authorization. May or may not be the same as the GSA-GEOLOC for the duty location.
NUM FAMILY MEMBERS	Number of family members included in the authorization. This figure includes the employee and must be at least 01.

C. Danger Pay (DPY)

1. The data fields shown on the sample Danger Pay element have been established in DCPDS to record authorizations. A brief description of each data field and specific instruction as to value input or intent is provided.

The screenshot displays two windows from the DCPDS software. The 'Element Entries (Jacks, Sue A)' window on the left shows a list of pay elements. The 'Period' is set to '10 2001 Bi-Week (06)'. The 'Classification' field is empty. The list of elements includes: Post Differential Amount, TSP, Adjusted Basic Pay, Basic Salary Rate, FEGLI, Locality Pay, Retirement Plan, Total Pay, Within Grade Increase, Civ Living Quarters Allowance, and Danger Pay. The 'Entry Values (Jacks, Sue A)' window on the right shows input fields for 'Last Action Code', 'Location', 'Date Earned', 'Payee Details', and 'Processing Priority' (set to 2500). The 'Entry Value' column is empty.

DATA NAME	DESCRIPTION
LAST ACTION CODE	Values and uses are described in section II. GENERAL PROCESSING INFORMATION
LOCATION	First six characters of the GSA-GEOLoc for the DSSR Section 920 location of the authorization. May or may not be the same as the GSA-GEOLoc for the duty location.

D. Imminent Danger Pay (DEP)

1. This element records “Danger Pay under DSSR 652g” commonly referred to as “Imminent Danger Pay”. This allowance is granted to civilian employees who accompany US military forces designated by the Secretary of Defense as eligible for imminent danger pay.
2. Imminent Danger Pay is a one-time whole dollar amount payment. Authorization cannot be processed if the employee is already drawing Danger Pay.
3. At present, DCPDS does not automatically end-date the authorization, even though this is a one-time payment. System modifications have been requested to support this requirement. In the interim, IF SUBSEQUENT PAYMENTS ARE TO BE AUTHORIZED, please date-track to the pay period following the pay period in which the authorization was effective and terminate the authorization. Notify payroll center that the termination is not to be applied to the previous payment
4. The following data fields have been established in DCPDS to record Imminent Danger Pay authorizations. A brief description of each data field and central tables references are provided.

The screenshot displays the 'Entry Values' window for 'Imminent Danger Pay' in the DCPDS system. The window is titled 'Entry Values (Jacks, Sue A)' and contains several input fields and a list of elements.

Period: 10 2001 Bi-Week (06)

Classification:

Entry Value:

Element Name	Pro	Type
Post Differential Amount	Rec	
TSP	Rec	
Adjusted Basic Pay	Rec	
Basic Salary Rate	Rec	
FGLI	Rec	
Locality Pay	Rec	
Retirement Plan	Rec	
Total Pay	Rec	
Within Grade Increase	Rec	
Civ Living Quarters Allowance	Rec	
Imminent Danger Pay	Rec	

Amount:

Location:

Last Action Code:

Date Earned:

Payee Details:

Processing Priority: 2500

Buttons: Entry Values, Assignment

DATA NAME	DESCRIPTION
AMOUNT	Amount is reflected as whole American dollars. Amount is authorized by incident.
LOCATION	First six characters of the GSA-GEOLOC for the DSSR Section 920 location of the authorization. May or may not be the same as the GSA-GEOLOC for the duty location.
LAST ACTION CODE	Values and uses are described in section II. GENERAL PROCESSING INFORMATION

E. Separate Maintenance Allowance (SMA)

1. The following data fields have been established in DCPDS to record Separate Maintenance Allowance authorizations. A brief description of each data field and central tables references are provided. The amount field is not to be updated by DoD users. Amount of payment is determined in the payroll system based on the Category code and current Department of State tables.

Period	14 2001 Bi-Week	Amount	Entry Value
Classification		Last Action Code	
		Category	
Element Name			
Health Benefits	P		
TSP	P		
Adjusted Basic Pay	P		
Basic Salary Rate	P		
FEGLI	P		
Locality Pay	P		
Retirement Plan	P		
Total Pay	P		
Within Grade Increase	P		
Separate Maintenance Allowance	P		
		Date Earned	
		Payee Details	
Entry Values	Assignment	Processing Priority	2500

DATA NAME	DESCRIPTION
CATEGORY	SEE LIST OF VALUES BELOW
LAST ACTION CODE	Values and uses are described in section II.
	GENERAL PROCESSING INFORMATION

SEPARATE MAINTENANCE ALLOWANCE CATEGORY LIST OF VALUES

INTERFACE CODE	LIST OF VALUES
	NOT APPLICABLE (SPACE)
1	1 CHILD ONLY
2	2 OR MORE CHILDREN
3	1 ADULT ONLY
4	1 ADULT AND 1 ADDITIONAL FAMILY MEMBER
5	1 ADULT AND 2 OR 3 ADDITIONAL FAMILY MEMBERS
6	1 ADULT AND 4 OR MORE ADDITIONAL FAMILY MEMBERS

F. Post Differential (PDF)

1. Post differential is recorded in DCPDS to document the employee is entitled to the percentage authorized by Department of State. The percentage is not recorded as it is updated by DCPS based on Department of State increases and decreases on a pay period basis.
2. The data fields shown on the sample element have been established in DCPDS to record post differential authorizations. The element was named "POST DIFFERENTIAL PERCENT" at development, but may be changed to reflect the appropriate title at a later date. A brief description of each data field and specific instruction as to value input or intent is provided.

The screenshot displays two windows from the DCPDS application. The left window, titled 'Element Entries (Jacks, Sue A)', shows a list of pay elements with columns for 'Element Name' and 'Pro Type'. The 'Post Differential Percent' element is highlighted. The right window, titled 'Entry Values (Jacks, Sue A)', shows input fields for 'Percentage', 'Last Action Code', 'Location', 'Date Earned', 'Payee Details', and 'Processing Priority' (which is set to 2500). The 'Entry Values' window also has a 'Period' field set to '10 2001 Bi-Week (06'.

DATA NAME	DESCRIPTION
PERCENT	THIS FIELD MUST BE LEFT BLANK ON ALL ACTIONS. IT WAS ERRONEOUSLY INCLUDED IN THE DDF.
LAST ACTION CODE	Values and uses are described in section II. GENERAL PROCESSING INFORMATION
LOCATION	First six characters of the GSA-GEOLOC for the DSSR Section 920 location of the authorization. May or may not be the same as the GSA-GEOLOC for the duty location.

G. Home Leave (HML)

1. The following data fields have been established in DCPDS to record Home Leave authorizations. A brief description of each data field and central tables references are provided.

The screenshot displays two windows from the DCPDS system. The left window, titled 'Element Entries (Mashburn, Brandie M)', shows a list of elements with 'Home Leave' selected. The right window, titled 'Entry Values (Mashburn, Brandie M)', shows the data entry fields for the selected element.

Element Entries (Mashburn, Brandie M)

Period: 10 2001 Bi-Week (06-
 Classification:
 Element Name: Health Benefits, TSP, Adjusted Basic Pay, Basic Salary Rate, FEGLI, Locality Pay, Retirement Plan, Total Pay, Within Grade Increase, Home Leave
 Proc Type: Rec, Rec, Rec, Rec, Rec, Rec, Rec, Rec, Rec, Rec

Entry Values (Mashburn, Brandie M)

Entry Value
 Eligibility Date:
 Accrual Days Per Year:
 Last Action Code:
 Days Authorized:
 Date Earned:
 Payee Details:
 Processing Priority: 1250

DATA NAME	DESCRIPTION
ELIGIBILITY DATE	Date the employee will be eligible to begin using Home Leave YYMMDD
ACCRUAL DAYS PER YEAR	Number of days of Home Leave accrued each year.
LAST ACTION CODE	Values and uses are described in section II. GENERAL PROCESSING INFORMATION
DAYS AUTHORIZED	THIS FIELD MUST BE LEFT BLANK ON ALL ACTIONS. IT WAS ERRONEOUSLY INCLUDED IN THE DDF

IV. PAYROLL INTERFACE SPECIFICATIONS:

A. Foreign Allowance data is provided to payroll through electronic interface using the standard 500-character format. This data writes to the format only for transactions that update the specific allowance group and will be blank for all other interface transactions. The following table reflects the format positions used for Foreign Allowance data.

FORMAT POSITION	SIZE	DATA NAME
51	1	SMA-CATEGORY
111	3	LQA PURCHASE CURRENCY Or LQA RENT CURRENCY
161	10	LQA PURCHASE AMOUNT Or LQA RENT AMOUNT
201	1	LQA QUARTERS TYPE
211	1	LQA SUMMER RECORD IND
219	7	DEP-AMOUNT
308	6	LQA LOCATION Or PAL LOCATION Or DPY LOCATION Or PDF LOCATION Or DEP LOCATION
314	2	LQA NUM FAMILY MEMBERS Or PAL NUM FAMILY MEMBERS
332	1	LQA QUARTERS GROUP
357	2	LQA SHARED PERCENT
403	3	LQA UTILITY CURRENCY
453	10	LQA UTILITY AMOUNT

B. The “nature of action code” that is written to the payroll interface transaction is derived by the system based on the value input to LAST ACTION CODE. The following values are appropriate:

IF LAST ACTION CODE IS:

INITIATE or RESTART

MODIFY

THEN NOAC WILL BE:

5EN – Establish a new authorization

5EC – Modify an authorization with a

New effective date

TERMINATE OR SUSPEND

5ED - Terminate an authorization

CANCEL

001 *See note – Cancel the
Authorization

CORRECT

002 *See note – Correct the
authorization

*Note: Position 305-307, CORRECTED NOA, of the 500-character format will reflect “5EN” for correction of Foreign Allowance transactions.

C. DCPDS also generates the appropriate value for payroll interface 500-character format position 210, EMPL-ENTITLEMENT. The Foreign Allowance PTI determines the value that will be provided to DCPS.

<u>IF ELEMENT UPDATED IS:</u>	<u>THEN EMPL-ENTITLEMENT WILL BE:</u>
--------------------------------------	--

Living Quarters Allowance	E
Post Allowance	F
Danger Pay	R
Separate Maintenance Allowance	H
Post Differential	G
Imminent Danger Pay	B
Home Leave	W

V. AUTOMATED LQA RECONCILIATION PROCESS

A. In accordance with Department of State Standardized Regulation (DSSR) Section 077.2, reconciliation of the amounts paid an employee for Living Quarters Allowance to the amounts the employee has actually expended is required for the following circumstances.

1. Employee initially occupies economy quarters in the preceding twelve-month period.
2. Employee changes economy quarters in the preceding twelve-month period.
3. Employee may request reconciliation at any time.
4. More frequent reconciliation may be deemed necessary as indicated in Section 134.16 of the DSSR because of excessive fluctuation in utilities or other quarters costs.

B. When authorizations are established for utilities and other quarters expenses, the amounts are estimated based on previous histories of the quarters or other reasonably reliable comparisons to similar quarters in the area. The reconciliation process allows for review of actual expenditures that allows for equalization of the authorizations after the first year. Generally, there will be no change in the rent amounts authorized if the original authorization was based on a lease that covered the term of residence.

C. **BEFORE YOU BEGIN:** Ensure the LQA authorization is present in the employee's DCPDS record with the appropriate beginning date reflected in the element From Date. Proceed with the appropriate instructions in paragraph D.

D. Following the procedures outlined below will accomplish electronic submission of actual expended amounts. The payroll technician must intervene to roll the amounts forward. The process allows for electronic adjustments to determine over or under payment during the previous authorization period resulting in faster payment of amounts due the employee and debt processing when necessary.

1. The period of reconciliation will be from the date of current authorization reflected in the element entry and the end of pay period (see *Note 1*) in which the reconciliation is completed. If the period of reconciliation covers more than one authorization period, each element entry will be corrected to reflect the re-determined authorization amounts.
2. Upon completion of review of appropriate receipts or statements and compilation of expended amounts select the appropriate situation from below and complete the steps as indicated.

LQA Reconciliation Processing Steps, Situation 1

In this situation the employee assignment date is earlier than the LQA authorization date. This record converted to modern DCPDS before the fix was made to store the entry with the actual LQA beginning date, requiring an additional step to resolve the authorization date issue first. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 30 July 1999
LQA authorization origination date is 1 Oct 1999
Authorization has not been modified or changed since initiated
Conversion from legacy to modern established the LQA entry with a start date of 30 Jul 1999

Step 1: Resolve the erroneous element start date

- + Navigate to People / Enter and Maintain / Assignment / Entries / Civ Living Quarters Allowance
- + Date track to the erroneous element start date (30-Jul-1999) Hit F8 to refresh the entries
- + Change the Last Action Code to “CANCEL”
- + When decision box appears click “CORRECTION”
- + Click Save - - Save will produce PAY500 with NOA 001, effective date of 30 July 1999 and Corrected NOA 5EN
- + Click the RED X to delete the entry.
- + When asked if you really want to delete the record click YES
- + When asked “End Date” or “Purge”, select “End Date”
- + Again Click Save to store the end-dated entry.
- + Date Track to the ACTUAL LQA Authorization Start Date (1-Oct-1999), Hit F8 to refresh the entries
- + Select the first empty entry line on the screen and open the LOV and select Civ Living Quarters Allowance
- + Click Entry Values to open the DDF
- + Populate the correct data for the entry. (Show the last action value as Initiate)
- + Save the entry by clicking the Save button. PAY500 with NOA 5EN and actual effective date will be created.
- + Reset the date-track to the current date, refresh the entries screen (F8) and verify the Civ Living Quarters Allowance entry values and from date.

Step 2: Correct the original authorization data based on the receipts provided by employee

- + Reconciliation update is done as of the date of the authorization. Date track to 1-Oct-1999 and hit F8 to refresh the entries.
- + Select Civ Living Quarters Allowance and open the Entry Values
- + Key in the corrected Rent or Utilities amount and hit TAB key

- + When option box appears, select “Correction”
- + Change Last Action Code to “Correct”
- + Save the entry. PAY500 will be produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA will reflect 5EN.

Step 3: Establishing the revised authorization effective immediately following the reconciliation period

- + Date track to 1 April 2001.
- + Last Action value will be “Modify”
- + Update the fields that require revision to newly authorized amounts (rent and/or utilities).
- + Save the entry
- + The modification will set the record for the next payment and reconciliation period.

END OF SITUATION 1 PROCESSING

LQA Reconciliation Processing Steps, Situation 2

In this situation the employee assignment is later than the LQA authorization date. Deployment to modern took place after the assignment start date and the previous assignment does not already exist in the modern database. This record converted to modern DCPDS **before** the fix was made to store the entry with the actual LQA beginning date, requiring an additional step to resolve the authorization date. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

- Employee assignment date is 25 Feb 2001
- LQA authorization origination date is 1 Jan 2000
- Reconciliation Period is 1 Jan 2000 thru 31 Dec 2000
- Authorization has been modified or changed since initiated 1 Sep 2000
- Conversion from legacy to modern established the LQA entry with a start date of 25 Feb 2001.

Step 1: Establish the employee assignment that existed on 1 Jan 2000

- + Identify or establish a position record matching the position of assignment as of the 2000 date.
- + Using the 911 Record Reconstruct capability, create the assignment that was in effect on the date of the LQA authorization.

Step 2: Insert the LQA Authorization as it existed on 1 Jan 2000

- + Navigate to People Enter and Maintain / Assignment / Entries
- + Date Track to 1 Jan 2000, press F8 to refresh the entries.
- + Click into the first available entry field and select Civ Living Quarters Allowance from the LOV
- + Last Action value will be "Initiate"
- + Update all fields with the values that applied as of 1 Jan 2000. If the values were a result of reconciliation rather than a new authorization, be sure to put in the newly authorized amounts determined by the reconciliation process.
- + Save the entry. NOAC 5EN will be written to payroll and should not modify the existing authorization. Action must be 100% accurate.

Step 3: Resolve the erroneous element start date

- + Navigate to People / Enter and Maintain / Assignment / Entries / Civ Living Quarters Allowance
- + Date track to the erroneous element start date (25 Feb 2001) Hit F8 to refresh the entries
- + Change the Last Action Code to "CANCEL"
- + When decision box appears click "CORRECTION"

- + Click Save - - Save will produce PAY500 with NOA 001, effective date of 25 Feb 2001 and Corrected NOA 5EN
- + Click the RED X to delete the entry.
- + When asked if you really want to delete the record click YES
- + When asked “End Date” or “Purge”, select “End Date”
- + Again Click Save to store the end-dated entry.
- + Date Track to the ACTUAL LQA Authorization Start Date (1-Sep-2000), Hit F8 to refresh the entries
- + Select the first empty entry line on the screen and open the LOV and select Civ Living Quarters Allowance
- + Click Entry Values to open the DDF
- + Populate the correct data for the entry. (Show the last action value as Modify)
- + Save the entry by clicking the Save button. PAY500 with NOA 5EC and actual effective date will be created.
- + Reset the date-track to the current date, refresh the entries screen (F8) and verify the Civ Living Quarters Allowance entry values and from date.
- + This action will end date the 1 Jan 2000 entry.

Step 4: Correct the original authorization data based on the receipts provided by employee

- + Reconciliation update is done as of the date of the authorization. Date track to 1-Jan-2000 and hit F8 to refresh the entries.
- + Select Civ Living Quarters Allowance and open the Entry Values
- + Key in the corrected Rent or Utilities amount and hit TAB key
- + When option box appears, select “Correction”
- + Change Last Action Code to “Correct”
- + Save the entry. PAY500 will be produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA will reflect 5EN.
- + Date track to the modification entry date (1-Sep-2000) and hit F8 to refresh the entries.
- + Select Civ Living Quarters Allowance and open the Entry Values
- + Key in the corrected Rent or Utilities amount and hit TAB key
- + When option box appears, select “Correction”
- + Change Last Action Code to “Correct”
- + Save the entry.

All entries applicable to the reconciliation period must be updated in this fashion. Be sure the sequence of update is oldest to newest.

Step 5: Establishing the revised authorization effective immediately following the reconciliation period

- + Date track to 1-Jan-2001.
- + Last Action value will be “Modify”

- + Update the fields that require revision to newly authorized amounts (rent and/or utilities).
- + Save the entry
- + The modification will set the record for the next payment and reconciliation period.

END OF SITUATION 2 PROCESSING

LQA Reconciliation Processing Steps, Situation 3

In this situation the employee assignment is later than the LQA authorization date. Deployment to modern took place after the assignment start date and the previous assignment does not already exist in the modern database. This record converted to modern DCPDS **after** the fix was made to store the entry with the actual LQA beginning date. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 25 Feb 2001
LQA authorization origination date is 1 Jan 2000
Reconciliation Period is 1 Jan 2000 thru 31 Dec 2000
Conversion from legacy to modern established the LQA entry with a start date of 1 Jan 2000.

Step 1: Establish the employee assignment that existed on 1 Jan 2000

- + Identify or establish a position record matching the position of assignment as of the 2000 date.
- + Using the 911 Record Reconstruct capability, create the assignment that was in effect on the date of the LQA authorization.

Step 2: Correct the original authorization data based on the receipts provided by employee

- + Reconciliation update is done as of the date of the authorization. Date track to 1-Jan-2000 and hit F8 to refresh the entries.
- + Select Civ Living Quarters Allowance and open the Entry Values
- + Key in the corrected Rent or Utilities amount and hit TAB key
- + When option box appears, select "Correction"
- + Change Last Action Code to "Correct"
- + Save the entry. PAY500 will be produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA will reflect 5EN.
- + Date track to the modification entry date (1-Sep-2000) and hit F8 to refresh the entries.
- + Select Civ Living Quarters Allowance and open the Entry Values
- + Key in the corrected Rent or Utilities amount and hit TAB key
- + When option box appears, select "Correction"
- + Change Last Action Code to "Correct"
- + Save the entry.

Step 3: Establishing the revised authorization effective immediately following the reconciliation period

- + Date track to 1-Jan-2001

- + Last Action value will be “Modify”
- + Update the fields that require revision to newly authorized amounts (rent and/or utilities).
- + Save the entry
- + The modification will set the record for the next payment and reconciliation period.

END OF SITUATION 3 PROCESSING

Note 1: Accomplishing reconciliation through the end of pay period may not be appropriate for LQA termination reconciliation. In that case, the last date of LQA payment will be appropriate. In addition, a reconciliation that results from occupation of a different residence will be through the day before the authorization for the new residence is effective.

COMMENT: Reverse interface processes that accumulated LQA payment amounts in DCPDS for use in the reconciliation process are no longer required with implementation of the electronic reconciliation procedures provided in this topic. System changes will be requested in both DCPDS and DCPS to discontinue the processes. Documentation of related items have been removed from this processing guide.